

BARTLETT PUBLIC LIBRARY DISTRICT  
REGULAR BOARD MEETING MINUTES  
MONDAY, JULY 18, 2022  
7:00 p.m.

Location: Meeting Room, Bartlett Public Library District  
800 S. Bartlett Road, Bartlett, IL

CALL TO ORDER: The regular meeting of the Bartlett Public Library District Trustees was called to order at 7:00 p.m. by President Hopkins.

ROLL CALL: President Heidi Hopkins, Vice President Peggy Deyne; Treasurer Joe Olsen; Secretary Peggy Bucaro; Dave Barry, Monica Boyer, and John Sias, Trustees.

STAFF PRESENT: Director Karolyn Nance, Human Resources Manager Dina Castelvechi, Adult Services Manager Mallory Untch, Circulation Manager Mary Prohaska, IT Manager Manny Garza, Facility Manager Larry Siegel, Business Office Specialist Marianne Kingsmill.

PATRON(S) PRESENT: Lynn DeSmidt

PLEDGE OF ALLEGIANCE:

TOWN HALL: None.

CONSENT AGENDA:

1. Items to be included in Consent Agenda:
  - a. Approval of Bill List: July 18, 2022
  - b. Approval of Transfer of Funds: July 18, 2022 (\$230,000)
  - c. Minutes from the June 20, 2022 Board Meeting
  - d. Minutes from the August 5, 2021 Finance Committee Meeting
  - e. Approval of Transfer of Funds: June 20, 2022 (\$240,000)
  - f. Designation of Two Trustees for July Monthly Bill Approval (August - Olsen and Bucaro)
2. Consideration of items(s) withheld for separate action (If any): Item 1c was removed from the Consent Agenda for discussion. Correction was made to a couple locations in the Minutes where the speaker attribution was incorrect regarding Trustee Deyne when it should have been Trustee Bucaro; and the addition was made under Reports, Questions, and Answers that Trustee Bucaro thanked Teen Librarian Anthony Sendzimer, who was very helpful in assisting a patron locate a desired book among the library materials. Trustee Deyne made a motion to approve Consent Agenda

Item No. 1c; seconded by Trustee Barry.

Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Motion carried.

3. Consent Agenda Approval (Roll call vote): Trustee Barry moved to approve the Minutes of the June 20, 2022, Regular Board Meeting; seconded by Trustee Deyne.

Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Motion carried.

CORRESPONDENCE: None.

REPORTS, QUESTIONS AND ANSWERS: President and Trustees:

Trustee Olsen spoke to several topics:

1. Parking Lot: The parking lot is not complete and the Library has not made the final payment. Director Nance stated the Library is waiting for Mario & Sons to complete three or four items on the punch list; which should be complete the last week of June 2022.

2. Separation Barriers: The separation barriers installed during the pandemic have been removed. Some staff members have indicated to Trustee Olsen they are uncomfortable with the barrier removal. Director Nance stated the majority of staff are comfortable with removing the barriers. Trustee Olsen inquired as to whether or not masks would be made available to staff who felt uncomfortable with removing the barriers.

3. Library Statistics: Trustee Olsen stated that as of July 2022, 203 new library cards were issued, 288 card holders were removed as inactive; for a net loss of 85 active card holders. He sees that as the number of cardholders is not going in the right direction. Trustee Olsen asked for an update on the status of recruitment of a marketing manager and a graphics artist. Director Nance stated the recruitment will be addressed later in the meeting.

4. Cook County Property Tax Income: Trustee Olsen stated that the Cook County officials informed him that the Library cannot expect to see the second property tax payments until mid December 2022. Trustee Olsen does not view the delay as troubling because the Library is in a strong cash position. Cook County also indicated it is likely the first payments in 2023 will be due later than March/April. Trustee Deyne stated the first installment is always due March 1st.

5. Financial Report: Trustee Olsen stated that during the last couple months the numbers on the cash balances by account worksheet have not been correct in the financial report. He will meet with the director and correct the numbers.

6. Library Visits: In the last months Trustee Olsen has visited two libraries: A small library in Mason, Michigan; and the Arlington Heights, Illinois, Public Library. He viewed the Arlington Heights Library's Maker Space, which contains a commercial kitchen with food prep areas to accommodate 16 people; and their library also has twelve 3-D printers. Dremel, the manufacturer of the 3-D printers, was a major donor to the library.

7. FOIA Request: Trustee Olsen submitted a FOIA request by handing an envelope marked "FOIA Officer, Bartlett Public Library District" to a circulation clerk on July 8, 2022. He stated no managers were in on that day, and no one was in the business office.

On June 14, 2022, the envelope arrived through the mail, unopened, at his home. Director Nance stated she is not sure how that happened, and she will work with Circulation Manager Mary Prohaska to make sure that the compliance policy is in place. Trustee Olsen stated he believes that a logging process of these requests should be in place because it is a legal matter; and Director Nance agreed, stating that the administration will do whatever they have to in order to address the matter.

Trustee Deyne stated that Trustee Olsen should have requested the envelope be placed in Director Nance's internal mailbox.

It was not clear at the beginning of this topic that Trustee Olsen originated the FOIA request. During further questioning as to why this envelope was returned to him at his home address, he indicated that he had a return sticker address on the envelope. Prior to that it was not advised that he had submitted the FOIA Request.

Trustee Boyer expressed appreciation for the Library's participation in the 4th of July Parade; and for library staff putting together the Summer Reading Challenge, which has been a lot of fun.

Trustee Bucaro noted that the statistics reflect a nice uptick in number of patron questions, demonstrating that patrons are relying on staff to answer their questions. The statistics also show that the number of Library visitors are up: 11,517. Trustee Bucaro congratulated the staff on their work and these results.

**ACTION ITEMS:**

1. Building and Maintenance Ordinance 2022-1: Director Nance corrected Trustee Bucaro's full name on the document. Director Nance received the final count for registered users from Cook County: 24,913; the 10% number for the referendum would be 2,491.

After the Board approves the Building and Maintenance Ordinance, the Director will publish it on July 23, 2022, and have it published inhouse for 30 days. If no one files a petition, they move forward with the levy.

Trustee Barry moved to approve the Building and Maintenance Ordinance 2022-1; seconded by Trustee Bucaro.

Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Motion carried.

2. Amendment Final Budget 2022-2023: Director Nance reviewed the per capita amount with Technical Services Manager Sonya Skibicki, and they made a couple corrections for revenue and expenditure to update the document for the final 2021-2022 fiscal year.

Trustee Sias moved to approve the Final Budget, as amended; seconded by Trustee Boyer. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Motion carried.

3. Designation of Two Trustees for 6 Month Review of Library Board Regular Meeting Minutes (Bucaro, Deyne): Director Nance stated that the Library has a checklist in place to keep track of whose turn it is among the trustees to perform the Six-Month Review. When the June Minutes are approved and the corrections are made, Director Nance will contact Trustee Bucaro and Trustee Deyne to come in to perform the Six-Month Review.

4. Teen Advisory Trustee Policy and Application: Director Nance said Trustee Olsen requested this item be on the Agenda for action or discussion. Adult Services Manager Mallory Untch and Director Nance worked with the teen librarian to review the policy and brainstorm new ideas that might be more appealing to the applicants. Mallory has updated the application, and it is ready for review by the Board.

Director Nance presented three options for the future of the position of Teen Advisory Trustee:

1. The Library could continue with the position as it had been designed in the past; but feedback from the teens has been that

they did not get much out of the process, they found it to be very boring and not good use of their time.

2. The position could be discontinued; which staff does not want to do.

3. Staff propose the teen trustee could serve a one-year term as a Teen Advisory Group representative, attend monthly TAG meetings, report on the Board discussions, attend board meetings except closed sessions, participate as appropriate, speak to teen-related items on the agenda, and provide input on other library-related topics as appropriate, maintaining confidentiality at all times. Instead of attending every board meeting, the Teen Advisory Representative could attend as appropriate and be a liaison to the Board for the Teen Advisory Group.

Ms. Untch stated the Teen Advisory Representative could gain experience by attending board meetings to see what happens, could report back to the Teen Advisory Group about what is going on in the library, and the Teen Advisory Representative as well as other teens in the Advisory Group may be inspired about library operations when being informed about board meeting business.

Staff would like to move forward with the third option, and would like board approval to move forward. Trustee Bucaro moved to pursue Option 3 for the Teen Advisory Representative position; seconded by Trustee Barry.

Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Sias. No: Olsen. Motion carried.

Director Nance stated staff will monitor the success of this position and report back to the Board next year.

5. Approval of Resolution Authorizing Non-Resident Cards for the 2022-2023 Fiscal Year: Director Nance stated that each year the Board has to decide whether to issue non-resident cards during the ensuing months. The cards are issued based on the tax-bill method using the most recent property tax bill.

Director Nance recommends the Board approve this resolution with a roll-call vote. The Library usually sees only one or two of these situations each year.

Trustee Olsen noted last fiscal year the Library received \$1200.00 in revenue on this line item, almost double what it had been the prior year. Director Nance stated two cards were issued

last year, both from unincorporated West Chicago.

Trustee Olsen moved to approve the Resolution Authorizing Non-Resident Cards for the 2022-2023 Fiscal Year; seconded by Trustee Boyer. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Motion carried.

6. Intergovernmental Agreement for Joint Purchasing of Library Programming, Events and Services: Adult Services Manager Mallory Untch took the lead on this initiative to partner with Illinois Library Presents, a new organization with over 192 Illinois library members. The collaborative provides high quality, high profile author visits that might not otherwise be accessible for public libraries. Twelve programs are presented over ten months, they are presented over Zoom, and marketing materials are provided.

The total cost to participate this fiscal year is \$750.00 based on the Library's annual operating budget, which breaks out to \$62.00 per program. Trustee Olsen asked why RAILS is involved with a state-wide program. Ms. Untch will inquire and report back to the Board.

Trustee Boyer thanked Ms. Untch and Director Nance for finding this opportunity at such a cost-effective price. Ms. Untch stated there is no other organization and program like this elsewhere in the country.

Trustee Bucaro moved to approve the Bartlett Public Library's participation in the Illinois Libraries Presents; seconded by Trustee Deyne. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Motion carried.

7. Fund Balance Policy (Designation of 6 Months for Surplus Funds): Director Nance placed a copy of the Fund Balance Policy in the board packets for review. The Finance Committee is recommending that the Board designate six months as the ideal number of months to have general operating surplus funds in the account. Trustee Olsen requested this be acknowledged by the board so that it is documented.

Trustee Olsen stated there is currently a fund balance after audit of approximately \$2.2 million, and \$1,750,000 is six months equivalent. At present the Library would have available \$450,000 that could be designated for capital projects.

Trustee Olsen moved to keep six months of the fund balance in the general fund as the ideal amount of time with the option of moving the other money to the special reserve fund for capital needs projects as needed; seconded by Trustee Barry.

Trustee Olsen stated he is not sure the Board needs to actually transfer out the excess funds, just that it needs to be recognized that the excess funds are available for capital project needs. The Library has a fund balance policy that was passed after the GASB requirements came about.

Roll Call Vote - Yes: Barry, Bucaro, Deyne, Hopkins, Olsen, Sias. Abstain: Boyer. Motion carried.

President Hopkins asked for a motion to approve the fund balance policy that was referred to. Director Nance stated this policy was previously reviewed in 2019. The review date will be revised to read 2022. Trustee Sias moved to approve the Fund Balance Policy; seconded by Trustee Barry. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Motion carried.

#### DISCUSSION ITEMS:

1. 5th/3rd Interest Rate: Director Nance stated Trustee Olsen asked her to contact Fifth Third Bank regarding the Library's current interest rate earned on funds in the account. The interest rate has been raised from .14% to .28%.

Discussion was had at the Finance Committee meeting about looking at investing the additional funds the Library has in order to earn greater interest income. Trustee Sias had recommended to wait and see how the market comes around with banks.

In the meantime Director Nance has been preparing to get an RFP together for financial investors to respond to. Trustee Olsen stated a local investment group, possibly EdwardJones, was offering 2% for six-month CDs. Trustee Olsen believes the Library needs to move forward with seeking a better return on excess funds.

2. Black Border Box and Levy Rate: The Finance Committee discussed and agreed on the need to have a black box published this year in order to capture all of the funds available to the Library District from the TIF district.

Director Nance will be working with the Library's accountant and

the Library's attorney to determine how much money is expected as a payout from the TIF and then incorporating that amount into the budget and appropriations ordinance. Director Nance will review the documents with Trustee Olsen, and they will present their findings at the August Board Meeting.

3. Review of June 30, 2022 Financial Report: Director Nance stated the Library is at 83% expended in the general fund, with a remaining balance of \$772,000. The number may slightly change downward in October when audit adjustments are made. The Library finished the fiscal year strong; and Director Nance is thankful for the managers and their conscientious spending.

4. Memo Regarding Committees on Local Government Efficiency: Director Nance spoke with the Library's attorney, and they are not sure from what this initiative stemming. Director Nance understands that the Library will need to form a committee and prepare and submit some reports to the State and the County.

This subject will be on the August Agenda as an action item.

Trustee Olsen believes the committee must be comprised of the full Board plus two or more public district members; and the information suggests that the committee meetings could be held at a board meeting as long as it is published in advance that the format of the committee meeting will be as a committee of the whole of the regular board.

5. Memo Regarding Appointing a Treasurer: This legislation gives Illinois library boards an opportunity to appoint or hire a treasurer if they so choose. Director Nance does not feel that the Bartlett Library Board as a public entity needs to make such an appointment at this time.

6. Memo Regarding Filling Trustee Vacancies: This legislation permits the State Librarian to step in and appoint a library trustee if the library board failed to do so within 90 days. Director Nance stated the Bartlett Library Board has been conscientious about filling vacant trustee positions.

7. Memo Regarding Collecting Information About Vendors: Director Nance will read and research more information about this public act which requires affected library districts to make a good-faith effort to collect information as to whether a vendor is a minority, woman-owned, or veteran-owned business. She will



ask questions of the Library's attorney, and may have a more updated report for the Board in August.

Trustee Olsen stated he believes this Act addresses the responsibilities of inclusion, making sure that public entities are learning who they are placing business with, what the ownership is, and the competition. He thinks that is worthwhile information and a way of demonstrating to the public that this is of interest to the board in spending their tax dollars.

Trustee Deyne stated, as a small library, if the State does not require this data collection of Bartlett Public Library, she does not think they need to be too concerned about it.

#### DIRECTORS REPORT - INFORMATIONAL ONLY

1. Strategic Plan Update
2. ILA Conference: The ILA annual conference will be held October 18 through 20, 2022, in Rosemont. If the trustees would like to sign up for the Trustee Day, the cost is \$200 for the day. Trustees Barry and Olsen have signed up.
3. Per Capita Update
4. Friends Update
5. Foundation Update

NEW BUSINESS: None.

TOWN HALL: None.

EXECUTIVE SESSION: (As permitted by 5 ILCSA Section 2(c)1 - The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body: Trustee Bucaro moved to go into Executive Session at 7:53 p.m.; seconded by Trustee Sias.

Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Motion carried.

Executive Session Held.

Return to Open Session at 8:06 p.m.:

Roll Call: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. President Hopkins stated the Board discussed items as permitted under 5 ILCSA Section 2(c)1, and no motions are needed coming out of that session.

ADJOURNMENT: Trustee Deyne moved to adjourn; seconded by Trustee Bucaro. Roll Call Vote - Yes: Barry, Boyer, Bucaro, Deyne, Hopkins, Olsen, Sias. Motion carried.

Adjourned at 8:08 p.m.